

Town Council Minutes February 4, 2009

NEWMARKET TOWN COUNCIL
BUSINESS MEETING
FEBRUARY 4, 2009
TOWN COUNCIL CHAMBERS
6:30P.M.

Present:

Chairman Dana Glennon

Vice-Chairman Judith Carr

Councilor James Bergeron

Councilor Rose-Anne Kwaks

Councilor Michael LaBranche

Councilor Steve Minutelli

Councilor Michael E. Ploski

Administrator Ed Wojnowski

Chairman Glennon called the meeting to order at 6:33pm.

6:30pm Non-Public Session RSA 91-A:3 II (d)

Motion: To enter into Non-Public Session RSA 91-A:3 II (d) at 6:33pm.

Motioned: Councilor LaBranche

Seconded: Councilor Minutelli

Vote: 7-0 Motion carries

Councilor Kwaks

Aye

Councilor Bergeron Aye

Councilor LaBranche Aye

Councilor Ploski Aye

Councilor Minutelli Aye

Vice-Chairman Carr Aye

Chairman Glennon Aye

Motion: To leave Non-Public RSA 91-A:3 II (d) at 7:12pm.

Motioned: Councilor LaBranche

Seconded: Councilor Ploski

Vote: 7-0 Motion carries

Councilor Kwaks Aye

Councilor Bergeron Aye

Councilor LaBranche Aye

Councilor Ploski Aye

Councilor Minutelli Aye

Vice-Chairman Carr Aye

Chairman Glennon Aye

Chairman Glennon called the public meeting to order at 7:15pm.

Pledge of Allegiance

Motion: To seal the Non-Public RSA 91-A:3 II (d) minutes because release of the information would render the proposed action ineffective.

Motioned: Councilor LaBranche

Seconded: Vice-Chairman Carr

Vote: 7-0 Motion carries

Councilor Kwaks	Aye
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Councilor Bergeron	Aye
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Councilor LaBranche	Aye
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Councilor Ploski	Aye
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Councilor Minutelli	Aye
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Vice-Chairman Carr	Aye
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Chairman Glennon	Aye
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Chairman Glennon noted he had been informed by Town Clerk/Tax Collector Becky Benvenuti that the sealing of minutes needed to occur in public session.

Minutes: Town Council to Consider Acceptance of Minutes

a. December 3, 2008 Business Meeting

Chairman Glennon asked why the Council was reviewing these minutes.

Administrator Wojnowski explained Administrative Assistant Kathy Castle had noticed these minutes had not been adopted.

Motion: To accept the December 3, 2008 Business Meeting minutes.

Motioned: Councilor Ploski

Seconded: Vice-Chairman Carr

Vote: 7-0 Motion carries

Councilor Kwaks	Aye
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Councilor Bergeron	Aye
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Councilor LaBranche	Aye
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Councilor Ploski	Aye
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Councilor Minutelli	Aye
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Vice-Chairman Carr	Aye
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Chairman Glennon	Aye
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b. December 17, 2008 Workshop

Motion: To accept the December 17, 2008 Workshop minutes.

Motioned: Councilor LaBranche

Seconded: Councilor Ploski

Vote: 7-0 Motion carries

Councilor Kwaks	Aye
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Councilor Bergeron	Aye
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Councilor LaBranche	Aye
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Councilor Ploski	Aye
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Councilor Minutelli	Aye
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Vice-Chairman Carr	Aye
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Chairman Glennon	Aye
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c. January 10, 2009 Town Council & Budget Committee Work Session

Motion: To accept the January 10, 2009 Town Council & Budget Committee Work Session minutes.

Motioned: Councilor LaBranche

Seconded: Vice-Chairman Carr

Vote: 6-1 Motion carries

Councilor Kwaks	Aye
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Councilor Bergeron	Aye
Councilor LaBranche	Aye
Councilor Ploski	Abstain
Councilor Minutelli	Aye
Vice-Chairman Carr	Aye
Chairman Glennon	Aye

Councilor Ploski noted he abstained from the vote because he had not attended the majority of the meeting.

d. January 14, 2009 Business Meeting

Chairman Glennon noted this meeting had been rescheduled from the January 7, 2009 meeting due to inclement weather.

Motion: To accept the January 14, 2009 Business Meeting minutes.

Motioned: Councilor Ploski

Seconded: Vice-Chairman Carr

Vote: 6-0 Motion carries

Councilor Kwaks	Aye
Councilor Bergeron	Aye
Councilor LaBranche	Aye
Councilor Ploski	Aye
Councilor Minutelli	Aye
Vice-Chairman Carr	Aye
Chairman Glennon	Abstain

Chairman Glennon noted he abstained from voting because he had not been at the meeting.

e. January 21, 2009 Workshop

Motion: To accept the January 21, 2009 Workshop minutes.

Motioned: Councilor Ploski

Seconded: Vice-Chairman Carr

Vote: 4-0 Motion carries

Councilor Kwaks	Abstain
Councilor Bergeron	Abstain
Councilor LaBranche	Aye
Councilor Ploski	Aye
Councilor Minutelli	Abstain
Vice-Chairman Carr	Aye
Chairman Glennon	Aye

Councilors Bergeron, Kwaks and Minutelli abstained from voting because they had not been present at the meeting.

Public Forum – Non-Agenda Items Only

No comments.

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1. Sunrise/Sunset RFP Recommendations

Chairman Glennon noted the RFP is for specific work and is not budget related.

Councilor Minutelli noted in reviewing the bids, he noticed his brother works with one of the contractors that had submitted a quote. Pursuant to Section 7.3(a) and (b) of the Town Charter: "No elected or appointed officer or employee of the Town shall take part in a decision concerning the business of the Town in which he or a member of his family, directly or indirectly, has a financial interest, aside from his salary as such officer or employee, greater than any other citizen or taxpayer. For the purposes of this Section, the word "family" shall mean an individual's spouse, his and her spouse's lineal ascendants and lineal descendants, and his and her spouse's siblings and their offspring." He was unsure whether his brother would participate in the work to be performed if that specific contractor was chosen. He recused himself from the discussion and any voting that would take place.

Chairman Glennon noted the Recreation Department is recommending Excel with a proposed amount not to exceed \$60,000. The proposal from Excel was \$59,310 after adjustments. This quote does not include \$7,330 for an additional

ADA accessible bathroom.

Aimee Gigandet explained she had asked for the quotes to include the pricing of the ADA accessible bathroom separately in case the quote went over the \$60,000. There is one ADA accessible bathroom in the center already. Code Enforcement Officer Dan Vincent has indicated an additional ADA accessible bathroom is not required to meet code.

Motion: To accept the recommendation from the Recreation Department for Excel Construction to perform phase II work for the Sunrise/Sunset center in the amount of \$59,310.

Motioned: Councilor Bergeron

Seconded: Councilor LaBranche

Councilor LaBranche noted Excel Construction were the only ones to come in under the not to exceed amount. He asked if this was a qualified contractor and what references were available.

Aimee Gigandet explained she had called several of the references provided including Seacoast Science Center, Great Bay Camping Company and Raspberry Day Spa. There were glowing recommendations for this company. She added Project Coordinator Julie Glover had assisted reviewing the bids. She had made notes from the phone calls she made that can be included for the file.

Councilor Kwaks asked if the funds would come from the \$324,000 maintenance fund.

Chairman Glennon noted funds had been specifically earmarked for this project.

Administrator Wojnowski noted the \$324,000 maintenance fund is to handle repairs and maintenance to any Town owned building.

Councilor Kwaks expressed her concern spending these funds for the Sunrise/Sunset center when the Town Hall and Library are in need of new windows. She suggested a new heating system may also be needed.

Chairman Glennon explained these funds had been appropriated specifically for the Sunrise/Sunset center last year. The Recreation Department is just now spending the funds.

Recreation Director Jim Hilton agreed stating the Sunrise/Sunset center had been a specific line item within the budget.

Councilor LaBranche asked when the work would be completed. He added funds can be encumbered if the project is not completed before the end of the fiscal year. He noted the Energy Committee is working on the window issue. They have applied for the RGGI grant.

Aimee Gigandet explained the estimated start date is February 15, 2009. The project would take four to six weeks.

Councilor Kwaks referenced last year's CIP program noting the \$60,000 would not be available until Fiscal Year 2011/2012.

Administrator Wojnowski noted the CIP funds are available now. These funds have been allocated to this project.

Councilor Kwaks felt the funds would not be available according to the CIP schedule until FY 2011/2012. She felt the

project should be on hold until the funds are available. She felt there were other projects in Town that are more important to work on now.

Chairman Glennon noted the building as it exists now is not energy efficient. This was discussed last year knowing the funds would be used from the CIP account.

Vote: 6-1 Motion carries

Councilor Kwaks	Nay
Councilor Bergeron	Aye
Councilor LaBranche	Aye
Councilor Ploski	Aye
Councilor Minutelli	Abstained
Vice-Chairman Carr	Aye
Chairman Glennon	Aye

Recreation Director Jim Hilton asked if the resolution needed to be signed prior to beginning work.

Chairman Glennon noted work can proceed. The Council has approved the expenditure of these funds. Signing the resolution would be a formality by the Town Council. He thanked the Recreation Department for their thoroughness in presenting the information.

Councilor Minutelli rejoined the Board at 7:44pm.

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2. Line of Credit Resolution

Chairman Glennon read a memo dated January 29, 2009 from Administrator Wojnowski: "The Council approved the acquisition of a line of credit, attached is the resolution drafted by Don Parnell, which needs to be adopted."

Motion: To adopt Resolution #2008/09-14 relating to a Line of Credit for the Town of Newmarket in the sum of \$1,330,000.

Motioned: Councilor LaBranche

Seconded: Vice-Chairman Carr

Vote: 7-0 Motion carries

Councilor Kwaks Aye

Councilor Bergeron Aye

Councilor LaBranche Aye

Councilor Ploski Aye

Councilor Minutelli Aye

Vice-Chairman Carr Aye

Chairman Glennon Aye

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3. Additions to List of Town Administrator's Prioritized Items

Chairman Glennon noted during the Town Administrator's review, the Town Council had provided goals they wanted to see the Town Administrator work report back to the Council on a regular basis until complete.

Councilor LaBranche noted he would like to see regular water updates.

Councilor Ploski noted he would like to see regular WiFi updates.

Councilor Minutelli noted his agreement with water updates.

Vice-Chairman Carr noted she would like to see the Town get out of the real estate business. She suggested gathering a list of Town owned properties for the Council to review. The Council could determine whether to sell the properties and get them back on the tax rolls.

Councilor Kwaks felt that list was available.

Administrator Wojnowski noted at the last meeting, Drew Kiefaber had suggested creating a committee to work together to see what properties are available and what the best way to move forward is. The Town Council as a whole would review the list.

Chairman Glennon noted he would put that discussion on a future agenda.

Councilor Bergeron noted he would like to see cell phone coverage expansion.

Chairman Glennon noted he would like the grid provided by Brian Hart from the Audit Committee to be reviewed. He would like regular updates on this progress.

Councilor Kwaks noted she would like to see spending prioritized to essential items only.

Administrator Wojnowski noted the departments were working within the Town adopted budget. Department heads were not spending frivolously. The Sunrise/Sunset center had been part of the capital reserve. The Town Council decides how to spend those funds. The Recreation Department had presented their case, and the Town Council had approved that expenditure.

Councilor LaBranche noted he would like to see an update from Fairpoint as to when they would remove the poles.

Councilor Minutelli noted he would like to know the status of the Comcast franchise contract.

Chairman Glennon thanked Councilors for their input and added he would include a list of short-term goals as previously discussed.

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4. Update Emergency Management Meeting

Chairman Glennon noted he had met with Administrator Wojnowski, Vice-Chairman Carr and Emergency Management Coordinator Candy Jarosz. He had called the meeting to discuss his concerns with how the emergency management process worked. The Town Council had been provided with the Emergency Management Plan, which had been dated December 1, 1996; it has not been updated since. He discussed the "vile of life" container which should be filled out and kept in the refrigerator so emergency personnel know important information in the event of an emergency. He is proposing increasing the emergency management budget to accommodate several projects. He also suggested one of the new computers go to this department for access to the database. He referenced Texas' card system explaining in an emergency posting certain colored cards in the window would allow emergency management teams to perform more efficiently. Red cards would indicate an emergency, yellow cards would indicate the need for non-emergency help and green cards would indicate all is okay.

Vice-Chairman Carr noted this would be a low-tech way to call for help.

Chairman Glennon noted he would like to hold a one-day fair with emergency personnel, the Police Department, Fire Department, Red Cross, NORAD and Lamprey Health Care. Newmarket used to hold these fairs, but haven't for quite a while. He noted Emergency Management Director Candy Jarosz would also be working on updating the management plan. He discussed the location and state of her "office" indicating she has a table in the corner of the Fire Department. He noted the construction of two walls could create an office. There is information and files that need to be protected as required by HIPPA. There would be another emergency management meeting in March where he will discuss getting information on the website and Channel 13. He would like to have the "vile of life" plan implemented by the vote for the Budget. There could be packets of information available at that time for residents to pick up.

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5. Acknowledgement of Letter from Moody Point Community Association

Chairman Glennon noted the Moody Point Community Association has been working with the Planning Board.

Vice-Chairman Carr noted Walter Cheney, the developer of Moody Poin, is trying to donate some land to the Nature Conservancy. This has been at the Planning Board for a while. Conditional approval has expired and was not extended by the Planning Board. Walter Cheney had disagreed with the Board's decision and had brought suit against the Board. The letter submitted to the Town Council had been written by the President of one association at Moody Point. She explained there are five homeowner's associations under the umbrella of the Moody Point Community Association.

Chairman Glennon read the memo written by Administrator Wojnowski on January 29, 2009: "Letter from Lorelei Chernyshov and Jim Fitzpatrick, Moody Point Community Association, requesting the Town Council enforce the provisions of the original approval of the subdivision; specifically that open space land should have been deeded to the Homeowner's Association. The Association is specifically addressing Lot 13, which is currently owned by Walter Cheney.

Walter Cheney currently has a suit against the Town in Superior Court regarding the failure of the Planning Board to grant the subdivision of lot 13 into two lots. Further, he is contesting the authority of the Planning Board to “impose or enforce” conditions as part of the approval.” He read the letter submitted by Lorelei Chernyshov, President of the Lubberland Creek at Moody Point Homeowners Association (LCMPHA) and Jim Fitzpatrick, President of the Moody Point Community Association (MPCA): “The Lubberland Creek at Moody Point Homeowner’s Association and Moody Point Community Association are requesting the Town of Newmarket pursue the ownership issue of Lot 36-13 by enforcing the requirements of the original approval of the subdivision. Stated in the letter dated July 2, 2008 from the town attorney, Laura Spector, to Walter Cheney concerning the “Subdivision of Moody Point Open Space Parcel” is the following: ‘Based upon the subdivision regulations in effect at the time the subdivision was approved, all areas designated as “open space” were required to be conveyed to the homeowner’s associations of a subdivision. It therefore appears that this parcel should have been, and should now be, deeded to the Moody Point Community Association.’ ‘. . . Should the Planning Board rescind its approval and you not convey the open space to the Moody Point Community Association, the Town Council may find it necessary to institute an enforcement action to require that conveyance.’ Clearly, based on the Planning Board hearings and public documents, the town attorney and Town Planner believe the Moody Point Community Association should have received the deed to Lot R2-36-13. The non-compliance and non-enforcement of the requirements in the original approval adversely affect the abutting owners to this lot. We respectfully request the Town Council deliberate on this matter at the next scheduled meeting to determine an enforcement action.” He noted the Town Council would not enter into discussion on this matter while it is in litigation.

Motion: To table consideration of the letter from Lorelei Chernyshov, President of the Lubberland Creek at Moody Point Homeowners Association and Jim Fitzpatrick, President of the Moody Point Community Association until the lawsuit is resolved.

Motioned: Vice-Chairman Carr

Seconded: Councilor Ploski

Vote: 7-0 Motion carries

Councilor Kwaks	Aye
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Councilor Bergeron	Aye
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Councilor LaBranche	Aye
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Councilor Ploski	Aye
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Councilor Minutelli	Aye
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Vice-Chairman Carr	Aye
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Chairman Glennon	Aye
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6. Continuation of 2009/2010 Budget

Chairman Glennon noted the Council still needs to review the Recreation budget. According to the RSAs, the Council needs to approve or reject the budget and send it to the Budget Committee.

Councilor LaBranche noted the Budget Committee will be meeting Monday night.

Administrator Wojnowski stated the Town Council has been following the same timeframe as in past years. The Council will vote tonight on the budget; changes will be made if necessary and then will be sent to the Budget Committee for their deliberations. He noted the Town of Newmarket is an SB2 community and needs to move forward as such. Assuming there is no change to the budget this evening, the proposed budget is \$377,294 less than the default budget. The gross operating budget and general fund operating budgets are both down.

Recreation Department

Recreation Director Jim Hilton explained the Town Administrator's recommendation of the recreation budget is \$413,604. He explained in 1989 when he started, the budget was \$200,837 with few revenue sources. With proposed revenue being \$219,921, the recreation department is not asking much more than what was asked 20 years ago. The summer camp nets about \$20,000 in revenue annually.

Administrator Wojnowski provided the Council with copies of the breakdown of fees and programs.

Recreation Director Jim Hilton explained the advertising for the brochures has completely paid for one mailing. The brochures used to be mailed quarterly; they are now done twice per year. The brochures are created in house and most advertisements are from in Town businesses.

Aimee Gigandet explained finding the right balance between the amount of advertising and the number of pages added to include that advertising.

Recreation Director Jim Hilton discussed summer camp. He explained Newmarket does not have a lot of amenities other summer camps can offer including a swimming pool and/or water activities. The summer camp goes on field trips twice per week. The summer camp is not a glorified day care.

Councilor Kwaks noted NYAA has a pay-to-play policy. She suggested the over/under 35 teams should have to pay a fee also.

Recreation Director Jim Hilton noted the NYAA fee also includes uniforms and equipment.

Chairman Glennon noted this would be put on an agenda for a future discussion.

Recreation Director Jim Hilton noted it was important to show residents they get recreational opportunities for their tax dollars. He cautioned the Council against toying with the summer camp too much. There is a delicate balance between enrollment and tuition cost. The summer camp is now subsidizing other programs. The budget is not up a great deal over past years. He discussed grants the department and organizations within the department such as Club Chameleon are receiving. He noted he is doing his masters thesis on alternative funding for recreation departments. He felt the department could be self sufficient in three to five years.

Aimee Gigandet explained there are 145 programs.

Recreation Director Jim Hilton noted there are some programs the department does not charge for at all including the fishing derby, the Easter egg hunt, the Halloween Party and the Christmas Party. The department has had steady representatives for the past 13 years; prior to that the department would lose assistant directors to other communities. The department has seen six directors come out of it. The department is nationally recognized and is well known throughout New England. The recreation department needs to be there for its residents.

Motion: To accept the recreation department budget as proposed by the Town Administrator at \$413,604.33 for fiscal year 2009/2010/

Motioned: Councilor LaBranche

Seconded: Councilor Minutelli

Vote: 7-0 Motion carries

Councilor Kwaks	Aye
Councilor Bergeron	Aye
Councilor LaBranche	Aye
Councilor Ploski	Aye
Councilor Minutelli	Aye
Vice-Chairman Carr	Aye
Chairman Glennon	Aye

Recreation Director Jim Hilton noted the position he was moving into was not available at this point. He would be with the department for a while longer. He is happy where he is. The only reason he was taking the other position was so he would be able to teach; he would have been using Newmarket as a lab.

Chairman Glennon asked the Council to consider his earlier suggestion about increasing the emergency management budget.

Motion: To increase the emergency management budget from \$1,000 to \$2,500.

Motioned: Councilor Kwaks

Seconded: Councilor LaBranche

Vote: 7-0 Motion carries

Councilor Kwaks	Aye
Councilor Bergeron	Aye
Councilor LaBranche	Aye
Councilor Ploski	Aye

Councilor Minutelli Aye

Vice-Chairman Carr Aye

Chairman Glennon Aye

Councilor Ploski thanked the Council for their work on Saturday noting he had to work in the morning and was sick in the afternoon. He was able to watch the rebroadcast and had some questions. He was concerned with the grants area noting the split between the Heritage Festival and Old Home Weekend. He understood they had been level funded but felt the split should be more towards the festival that brings a better draw to the community. Year after year Old Home Weekend is less attended except for the fire works on the final night. He had concerns the Town was supporting the fire works. The Heritage Festival is well supported and should be funded more.

Motion: To allocate \$7,000 to the Heritage Festival and \$3,035 to Old Home Weekend.

Motioned: Councilor Ploski

Seconded: Councilor Kwaks

The Council discussed the allocation and the money owed to the Town as a result of the last Old Home Weekend.

Councilor Ploski amended his motion so \$8,000 is allocated to the Heritage Festival and the remaining amount from \$13,500 minus what is owed to the Town be allocated to Old Home Weekend.

Councilor Kwaks seconded the amendment.

Councilor Ploski questioned how Old Home Weekend came to owing the Town. He did not feel the Town should give funds to an organization that owes them money.

Chairman Glennon noted they are two separate entities. He agreed participation has dwindled for Old Home Weekend.

Councilor Kwaks felt the \$13,500 should be divided between the two events and the money owed to the Town should be taken out of the Old Home Weekend allocation.

Councilor Ploski amended his motion to divide evenly \$13,500 between both events. The money owed to the Town would be taken out of the allocation for the Old Home Weekend.

Councilor Kwaks seconded the amendment.

Councilor LaBranche noted he would be voting against the motion because Old Home Weekend has happened since 1972. He was not comfortable with the idea of decreasing their allocation.

Councilor Kwaks asked how the Finance Department and Town Administration could have allowed an overpayment.

Administrator Wojnowski explained the Town had provided the down payment for the fireworks as part of the allocation. While that was being processed, they had asked for the allocated amount. It was not a conscious effort to overpay them.

Finance Director Don Parnell added last year the process had changed. The Old Home Weekend committee used to get their own fireworks. The Finance Department now requires receipts to validate the funds being spent.

Councilor LaBranche noted there are revenues from Old Home Weekend that may not be realized including the Fire Department BBQ, the Ice Cream buffet and Church events. Although the Town may not see those revenues specifically, it raises funds for other entities.

Councilor Minutelli noted the line item is allocated for \$10,035. He suggested \$6,750 go to the Heritage Festival and \$3,285 go to Old Home Weekend. This would level fund the \$13,500, split the funds between the two events and take out the money owed by the Old Home Weekend. The line item within the budget remains the same, the allocation would be different.

Chairman Glennon felt it was important to hold the organizations accountable for what is spent.

Vote: 4-3 Motion carries

Councilor Kwaks	Aye
Councilor Bergeron	Nay
Councilor LaBranche	Nay
Councilor Ploski	Aye
Councilor Minutelli	Nay
Vice-Chairman Carr	Aye
Chairman Glennon	Aye

Councilor Ploski noted grants had been cut 10% across the board. He noted Big Brothers/Big Sisters had not used any of those funds. He asked why the Town was still allocating funds to organizations who were not using the funds.

Administrator Wojnowski noted certain organizations may not have asked for their allocation yet.

Councilor Ploski noted he has personally donated to AIDS Response Seacoast for three years and has received three newsletters. He felt funds were being misappropriated. He asked why the Town was allocating funds for an organization who has not requested them. He felt the local Lamprey Health Care should be fully funded. He felt the \$1,310 allocated to Big Brothers/Big Sisters (\$810) and AIDS Response Seacoast (\$500) should be allocated to Lamprey Health Care. He felt Lamprey Health Care has helped the recreation department, community and is available for residents.

Motion: To reduce the allocation for Big Brothers/Big Sisters by \$810 and reduce the allocation for AIDS Response Seacoast by \$500. The total (\$1,310) is to be allocated to Lamprey Health Care for a total allocation to Lamprey Health Care of \$9,810.

Motioned: Councilor Ploski

Seconded: Councilor Kwaks

Councilor LaBranche noted the Council had cut the \$8,500 to Lamprey Health Care by 10% on Saturday. He agreed each Councilor had organizations they wanted to support. The fairest way to reduce the grant funding was to cut all requests by 10%. If the organizations requesting the funds do not accept them, there is a savings to the Town. He noted he would be voting no on this motion.

Chairman Glennon noted the Town Council did cut the grants by 10%.

Finance Director Don Parnell noted reflecting the Council's changes from last Saturday the allocation to Big Brothers/Big Sisters would be \$729 and the allocation to AIDS Response Seacoast would be \$450.

Councilor Ploski amended his motion to include the updated amounts. The total allocation from Big Brothers/Big Sisters and AIDS Response Seacoast would be \$1,179. The total new allocation to Lamprey Health Care would be \$8,829.

Councilor Kwaks seconded the amendment.

Vote: 4-3 Motion carries

Councilor Kwaks	Aye
Councilor Bergeron	Nay
Councilor LaBranche	Nay
Councilor Ploski	Aye
Councilor Minutelli	Nay
Vice-Chairman Carr	Aye
Chairman Glennon	Aye

The Town Council recessed from 9:25pm until 9:30pm.

Councilor Ploski noted he had missed the decision on the allocation for the Veteran's Memorial Trust Committee.

Administrator Wojnowski explained they had requested and he had recommended a \$5,000 allocation.

Councilor Ploski noted he would like to see a new memorial for the veterans but felt with the current economy and no signs of hope for the immediate future he felt this was an area that could be put on hold.

Motion: To reduce the Capital Reserve allocation for the Veteran's Memorial Trust Committee by \$5,000.

Motioned: Councilor Ploski

Seconded: Councilor Kwaks

Administrator Wojnowski noted the funds allocated to the Veteran's Memorial Trust Committee is not used just for memorials. The funds are also used for improvements to the bandstand and other projects.

Councilor Kwaks believed there was \$20,000 in the account now.

Finance Director Don Parnell noted there is \$15,000 in the account now. With the \$5,000 allocation the total would be \$20,000.

Vote: 4-3 Motion carries

Councilor Kwaks	Aye
Councilor Bergeron	Nay
Councilor LaBranche	Nay
Councilor Ploski	Aye
Councilor Minutelli	Nay
Vice-Chairman Carr	Aye
Chairman Glennon	Aye

Chairman Glennon noted he had raised the issue of newspaper subscriptions and coffee costs at the meeting on Saturday. After being provided a break out of cost, the Town averaged spending \$160 per month on newspapers and coffee. He felt this was an area for savings. He suggested employees could read the paper online and could pay for coffee.

Councilor Ploski noted the Exeter Newsletter and Fosters covers Newmarket the most. He asked if the papers were archived.

Administrator Wojnowski explained he goes through the newspapers and cuts out any articles relating to Newmarket. These articles are saved.

Councilor Ploski suggested dropping the subscription to the Union Leader and requiring employees to pay for coffee.

Vice-Chairman Carr suggested asking employees for donations for coffee and not charging guests.

Administrator Wojnowski noted whatever policy is implemented in the Town Hall would also be implemented in the other buildings in Town including the Fire Department and Public Works Department.

Finance Director Don Parnell explained the coffee at the Police Department is paid for by a part-time employee.

Councilor Kwaks noted she would like to see the newspapers remain. She suggested discussing the coffee at a future meeting.

Chairman Glennon noted it was a budget issue.

Finance Director Don Parnell noted the Council had asked for revenue information. He referenced a two-page document dated January 29, 2009. The revenue information has been broken down by taxes, but does not include property taxes. He projected revenues to be approximately \$38,000 less than last year. This is a result of licenses, permits and fees. Ambulance and dispatch receipts are up. He discussed miscellaneous revenues such as interest and adjustments. The total general fund shortfall is expected to be \$221,000. He has adjusted the revenues in the current year budget to reflect where the shortfalls are.

Chairman Glennon asked about the revenues from the recreation fund.

Finance Director Don Parnell noted the Recreation Department collects the majority of their revenue beginning in the spring. He has shared this information with department heads, they reviewed it and signed off on it.

Councilor Kwaks noted the Town could lower taxes by decreasing spending.

Finance Director Don Parnell noted surplus is made up of excess revenue and under spending of the budget. The Council can appropriate funds directly out of surplus. The amount in surplus affects the Town's bond rating.

Chairman Glennon noted the Council had taken funds from the TIF last year.

Administrator Wojnowski noted the goal this year is to also use TIF funds towards the taxes. That will happen in October when the tax rate is set.

Chairman Glennon suggested revisiting fees at the Workshop.

Administrator Wojnowski noted the Town Council has the flexibility to adjust certain fees. He noted recycling bin fees may need to be adjusted. He also suggested looking at impact fees and department receipts.

Chairman Glennon asked Finance Director Don Parnell and Administrator Wojnowski to come to the Council with recommendations for fee increases.

Chairman Glennon asked if parking violations and permits were included.

Finance Director Don Parnell noted there is a separate parking fund. Parking fees and permits were not included in the general fund revenue.

Motion: To accept the Fiscal Year Budget for 2009/2010 as amended tonight.

Motioned: Councilor Ploski

Seconded: Vice-Chairman Carr

Vote: 7-0 Motion carries

Councilor Kwaks Aye

Councilor Bergeron Aye

Councilor LaBranche Aye

Councilor Ploski Aye

Councilor Minutelli Aye

Vice-Chairman Carr Aye

Chairman Glennon Aye

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8. New Business/Correspondence

Project Coordinator Julie Glover noted she had been notified today the representative from Fish & Game is willing to execute the lease providing the four existing trailer spaces at the boat ramp remain and the Town allocates four trailer spaces at the Lamprey Street/Bay Road lot. Once the changes are made to the lease it would be presented to the Town Council. She would check with Fish & Game as to whether a public hearing would be required.

Councilor LaBranche asked if the Town owned the Lamprey Street/Bay Road lot.

Administrator Wojnowski noted the Town is currently in the process of negotiating a lease and possible sale of the lot. The NCDC has no problem transferring that lot. He will have a discussion with the Chairman of the NCDC.

Motion: To accept the Fish & Game recommendation of four trailer spaces at the boat ramp and four additional spaces at the Lamprey Street/Bay Road lot.

Motioned: Councilor Kwaks

Seconded: Vice-Chairman Carr

Councilor LaBranche asked if the Council could vote on allocating eight spaces without specifying where.

Project Coordinator Julie Glover noted the Town had made the offer of spaces at the Lamprey/Bay Street lot. The mills developer prefers this lot be used opposed to the Spring Street lot. She would get confirmation of ownership of the lot before the lease is executed.

Councilor Kwaks amended her motion to allocate eight boat trailer spaces as approved by Fish & Game.

Vice-Chairman Carr seconded the amendment.

Vote: 7-0 Motion carries

Councilor Kwaks Aye

Councilor Bergeron Aye

Councilor LaBranche Aye

Councilor Ploski Aye

Councilor Minutelli Aye

Vice-Chairman Carr Aye

Chairman Glennon Aye

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9. Old Business

None.

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10. Town Administrator's Report

Administrator Wojnowski noted four pair of wells will be developed at the landfill. CMA has received permission under emergency management from Dori Wiggin to install the wells. Bids would be obtained. He hoped the bids would be back early next week. He hoped the wells will be installed while there is still snow on the ground.

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11. Adjournment

Motion: To adjourn at 10:08pm.

Motioned: Councilor Ploski

Seconded: Vice-Chairman Carr

Vote: 7-0 Motion carries

Councilor Kwaks Aye

Councilor Bergeron Aye

Councilor LaBranche Aye

Councilor Ploski	Aye
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Councilor Minutelli	Aye
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Vice-Chairman Carr	Aye
--------------------	-----

Chairman Glennon	Aye
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Respectfully Submitted,

Erica Spechuilli